



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FACILITIES SUPPORT MANAGER

Class No. 006015

■ CLASSIFICATION PURPOSE

To provide support and coordination for the facilities maintenance and repair programs, and projects; to assist the Chief, General Services with management functions; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a skilled building operations and maintenance service class that serves as and reports to the Chief, General Services. It is allocated to the Department of General Services. The Facilities Support Manager is distinguished from the next higher class, Chief, General Services; in that the former has responsibility for specialty county functions within operations i.e. service contracts, energy management, and fire/life/safety/security, while the latter has overall responsibility for all county facility operations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Provides specialty support to large multi-disciplinary staff involved in operating over 100 facilities that are located throughout the County of San Diego and used for a variety of purposes, including 24-hour operations.
2. Identifies and diagnoses overall building operation dysfunctions.
3. Develops remedial and proactive strategies.
4. Evaluates the impact of alternatives and implants programmatic solutions, as needed.
5. Prepares labor and material cost estimates.
6. Plans overall maintenance and repair of County-owned-leased buildings and grounds.
7. Ensures contract compliance, quality, and efficiency.
8. Provides skilled craft and planner estimator operations with indirect supervision.
9. Prepares requests and justification for each zone's operational needs.
10. Prepares written reports and memos.
11. Ensures that buildings are ready for inspections by various public agencies.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Building, Electrical, Plumbing, and Construction, Occupational Safety and Health Administration (OSHA) codes, and standards associated with the modification and maintenance of public facilities.
- Sources of materials, equipment, and supplies for facilities/maintenance and construction projects.
- Asbestos, lead inspection and procedures.
- Principles of maintenance service programs with a large organization.
- Public personnel, and supervisory methods and techniques.

- Construction, maintenance, operations, and repair techniques related to a variety of office and institutional buildings, facilities, crafts and central plant equipment, systems and fixtures.
- Budgetary processes.
- Administrative management such as facility management, work order processes, preventive maintenance programs, and customer service liaison.
- New construction compliance management.
- Fire/life/safety/security management.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Interpret blue prints and specification data.
- Analyze and interpret instructions.
- Specify and justify allocation of resources and staffing.
- Write job orders, specifications and estimates.
- Identify and maintain budgetary expenditures.
- Use electronic equipment effectively.
- Apply established practices and methods prescribed for operating and maintaining facilities.
- Develop facility maintenance programs.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency in engineering, architecture, business management or public administration AND five (5) years of progressively responsible experience in facilities operations, three years of which must have been managing a large multi-disciplinary work force involved in the operation and maintenance of a wide variety of complex multi-use facilities.

Note: Additional years of qualifying experience may be substituted for the education requirement on a year-to-year basis. Certificate in Facility Management, maintenance management, energy management, or construction management may be substituted for (2) years of operational management experience in applicable specialty.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duties for this job, incumbent is required to sit, stand, bend, stoop, crawl, use hand to finger, handle, feel or operate objects, and climb stairs. Due to size of facilities, frequent work at considerable heights is required.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Subject to weekend-to-weekend work, standby, or emergency call back. May be responsible for facilities which operate 24 hours per day, 7 days a week.

Exposure to weather, dust, fumes, electrical, currents and machine noises. May be exposed to hazards of building maintenance (i.e., lead, asbestos, etc.) Wearing of protective breathing apparatus is required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

OFFICIAL CLASS SPECIFICATION

AUTHORIZED SIGNATURE
County of San Diego
Department of Human Resources

Manager _____

Analyst _____

Date _____

New: August 9, 1988
Revised: August 13, 2002
Reviewed: Spring 2004
Revised: September 2005